

OUTLINE FOR LOCAL WORKFORCE INVESTMENT AREA 2 YEAR PLANS

I. Local Vision

- A. Identify economic development goals
- B. Vision for maximizing/leveraging local resources
- C. Vision for ensuring education/training opportunities (given changing skill needs) that will ultimately result in placement in jobs
- D. Vision for continuing to bring together key players who identify challenges and develop solutions
- E. Vision for ensuring every youth has opportunity for developing/achieving career goals

II. Economic and Labor Market Analysis

- A. Current makeup of local economic base by industry
- B. Industries/jobs projected to grow/decline
- C. Where is there demand for skilled workers and jobs (today/future) and in what numbers
- D. What industries/jobs are most critical to the local economy
- E. What are skill needs for available, critical and projected jobs
- F. What are current/projected demographics of available labor pool
- G. Describe any in-migration or out-migration of workers impacting labor pool
- H. Describe skill gaps today and projected
- I. What workforce development issues have been identified
- J. What issues are considered most critical

III. Overarching Local Strategies

- A. How will LWIB use WIA Title I funds to leverage other funds and expand participation in the local workforce system
- B. Strategies to address national strategic direction, Governor's priorities, and workforce issues identified
- C. Strategies current or planned to identify/target high growth industries (e.g. consider new/emerging industries and those with significant impact)
- D. Strategies to promote/develop strategic partnerships to identify/develop solutions to challenges of targeted industries
- E. Strategies to ensure sufficient resources for training people in high growth and demand industries
- F. How will local workforce initiatives support small business
- G. What strategies will be used to promote collaboration between the local workforce system, apprenticeships and youth entities

IV. Integration of One-Stop Service Delivery

- A. Policies/procedures to ensure quality of service delivery (e.g. competencies for career center staff)
- B. Policies and procedures to support maximum integration for business/individual customers
- C. Actions taken to promote identifying infrastructure costs, contributions from mandated and non-mandated partners, and local strategies to support One-Stop operations
- D. Policies to ensure universal access and consistency of services
- E. Identify barriers or issues that need to be overcome for successful integration

V. Local Workforce Investment System

- A. Local Board
 - 1. Identify LWIB members, sector represented, and contact information (address, phone, e-mail address)
 - 2. Identify date and length of appointment
 - 3. Annual meeting calendar (minimum 4 per year or quarterly)
- B. Youth Council (attach latest membership list, including sector representation and contact information)
- C. Identify criteria the Local Elected Officials (LEOs) use to appoint local board and youth council members.
- D. Describe the local strategic planning process and how it ensures plans are consistent with the State's goals/direction
- E. Provider Selection Policies
 - 1. Policies/procedures to determine providers of WIA services
 - 2. Procedures for providers to appeal denials
 - 3. Competitive and non-competitive processes to award Title I grants/contracts
 - 4. Identify the provider(s) of youth services, the process and criteria used in awarding of contracts (including the length of contracts)
- F. Oversight/Monitoring Process (describe local process)
- G. Grievance Procedures (attach copy)
- H. One-Stop Center Operations
 - 1. Identify Comprehensive and Satellite Centers, including all services and partner programs available
 - 2. Describe selection process for One-Stop Operator either through a competitive process or agreement with consortium of at least 3 partner programs. When was selection made? For what time period?
 - 3. MOU's negotiation process with partners (attach copy of current MOU documents that support operations of the One-Stops). Include the process to be used if negotiations fail with a partner.

4. How coordination occurs with Wagner-Peyser, Migrant Seasonal Farm Worker, and Veterans programs to avoid duplication in providing core services
5. Identify mandated and non-mandated partners, how their services are integrated, and how they support the local system

VI. Service Delivery

A. Adults and Dislocated Workers

1. Core Services
 - a. Strategies to ensure universal access to minimum services
 - b. Integration of Wagner-Peyser and WIA services by utilizing VOS
 - c. Identify if LWIB considers “limited funding” (requiring financial eligibility determinations for WIA staff assisted and additional services and a priority of service to be in effect). If funding is not considered “limited” how will LWIB ensure that all individuals who apply will be served
2. Intensive Services (how services to eligible individuals will be ensured)
3. Training Services
 - a. Vision for increasing training access
 - b. Individual Training Accounts
 - 1) Innovative strategies to fill skill gaps
 - 2) Commitment to providing training in high-growth/high demand jobs
 - 3) Policy on limitations in amount or duration of ITAs
 - 4) Current or planned use of funds or collaboration with apprenticeship programs
 - 5) Policies in response to ETA policy allowing for training in religious activities when assistance is indirect
 - c. Eligible Training Provider List (ETPL) - describe local approval process
 - d. OJT and Customized Training
 - 1) Vision for increasing opportunities
 - 2) How LWIB will identify and market opportunities, partner with growth industries, and leverage resources
 - 3) How will LWIB evaluate performance
4. Service to Specific Populations
 - a. Strategies to ensure full range of services/programs
 - b. Identify the local Priority of Service Policy
 - c. How will the LWIB ensure services to displaced homemakers, migrant seasonal farm workers, veterans, older workers, low-income individuals, disabled individuals, and individuals with multiple barriers
 - d. Strategies to ensure Priority of Service to veterans under Jobs for Veterans Act

- B. Rapid Response
 - 1. Describe local Rapid Response process
 - 2. How does LWIB ensure seamless transition to One-Stop services
 - 3. How Rapid Response functions in the local area as a business service
 - 4. Identify other partners to expand range/quality of services
 - 5. Identify any other activities making use of Rapid Response funds
- C. Youth Services
 - 1. Local strategy for providing comprehensive and integrated services that incorporate all 10 required program elements
 - 2. Describe coordination with Job Corps and other youth programs
 - 3. How local funds will support State and Governor's vision
 - 4. Identify the 6th Youth Eligibility Criteria and if this is a change from the previous local plan.
 - 5. Identify the additional 5% Non-Economically Disadvantaged Youth Barrier and if this is a change from the previous local plan.
 - 6. Identify barriers or issues that need to be overcome
- D. Business Services
 - 1. How does LWIB determine employer needs at local level
 - 2. How will business services be integrated into One-Stop
 - 3. How will LWIB integrate tax credit programs to maximize employer participation
- E. Describe any innovative service delivery strategies currently in operation or in the planning stages
- F. Strategies for working with Faith-based and Community Organizations (activities to increase participation, expand access, steps to strengthen collaboration, etc.)

VII. Performance

- A. Include chart showing local performance measures/goals
- B. Identify any additional local performance measures/goals that the LWIB will use to evaluate the workforce system (ie, evaluation of partner program performance measures or the total number of individuals served by the One-Stop system, regardless of program, etc.)

VIII. Local Administration

- A. Describe local appeal process
- B. Steps to ensure compliance with non-discrimination
- C. Assurances

IX. Funding Allocations and Service Projections

- A. Funding by Programs
- B. Number of participants projected to be served

Signature Page

Program Year 2005 through Program Year 2007

WIA Title I-B

We, the undersigned, do hereby approve and submit this Local Plan for the Workforce Investment Act (WIA) Title I-B Adult, Youth, and Dislocated Worker and Wagner-Peyser Programs for the

Local Workforce Investment Area (LWIA)

Submitted on behalf of the Local Workforce Investment Board (LWIB) and Local Elected Officials for this Local Workforce Investment Area.

Signature – Local Elected Official

Date

Name and Title

Signature – LWIB Chair

Date

Name and Title

Approved on behalf of the State of Arizona:

**Signature – Chairman
Governor's Council on Workforce Policy**

Date

WORKFORCE INVESTMENT ACT TITLE I-B

PERFORMANCE INDICATORS AND GOALS PY2005/PY2006

Program	Indicator of Performance	2005	2006
Adults	Entered Employment Rate		
	Retention Rate		
	Earnings Change		
	Employment and Credential Rate		
Dislocated Workers	Entered Employment Rate		
	Retention Rate		
	Earnings Change		
	Employment and Credential Rate		
Older Youth	Entered Employment		
	Retention Rate		
	Earnings Change		
	Employment and Credential Rate		
Younger Youth	Goal Attainment		
	Diploma or GED Attainment		
	Retention		
Participant Customer Satisfaction			
Employer Customer Satisfaction			

WIA TITLE I-B BUDGET AND PARTICIPANT PLAN

PY 2005

FUND	PY2005 ALLOCATION	TOTAL REGISTERED/ENROLLED
Adult		
Youth		
Dislocated Worker		

- PY 2005 ALLOCATION: Total Funding Allocation for each program category (Adult, Youth, and Dislocated Worker)
- TOTAL REGISTERED/ENROLLED: Total number of Adults, Youth, and Dislocated Workers planned to be enrolled in the 2005 Program Year.

Local Plan Submission Timeline:

Instructions out to LWIBs	August 5
1 st Draft Due to State	October 7
Response to 1 st Draft back to LWIBs	October 21
Final Draft Due to State	November 11
Review by State Staff/GCWP	November 11 - December 1
Approval by GCWP	December 6
Current Local 5 Year Plans Expire	December 31

THE LWIB/LWIA ASSURES:

1. That it will establish, in accordance with Section 184 of the Workforce Investment Act (WIA), fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for funds paid to the local area through the allotments made under Sections 128 and 133.
2. That veterans will be afforded employment and training activities authorized in Section 134 of the Workforce Investment Act, to the extent practicable. (112(b)(17)(B).
3. That it will comply with the confidentiality requirements of Section 136(f)(3).
4. That no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing (Section 181(b)(7).)
5. That it will comply with the nondiscrimination provisions of Section 188, including an assurance that a Methods of Administration has been developed and implemented (Section 188.)
6. That it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of Section 188 (Section 185.)
7. That it will comply with the grant procedures prescribed by the Secretary (pursuant to the authority at Section 189(c) of the Act) which are necessary to enter into grant agreements for the allocation and payment of funds under the Act. The procedures and agreements will specify the required terms and conditions and assurances and certification, including, but not limited to, the following:
 - a. General Administrative Requirements:
29 CFR part 97 – Uniform Administrative Requirements for State and Local Governments (as amended by the Act)
29 CFR part 96 (as amended by OMB Circular A-133) – Single Audit Act
OMB Circular A-87 – Cost Principles (as amended by the Act)
 - b. Assurances and Certifications:
SF 424 B – Assurances for Non-construction Programs
29 CFR part 31, 32 – Nondiscrimination and Equal Opportunity Assurance (and regulation)
CFR part 93 – Certification Regarding Lobbying (and regulation)
29 CFR part 98 – Drug Free Workplace and Debarment and Suspension Certifications (and regulations)
 - c. Special Clauses/Provisions:
Other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce Investment Act, or subsequent Executive or Congressional mandates.
8. That the Wagner-Peyser Act Plan, which is part of this document, has been certified by the State Employment Security Administrator.
9. That veterans' services will be provided with Wagner-Peyser Act funds will be in compliance with 38 U.S.C. Chapter 41 and 20 CFR part 1001.

10. That it developed, and will continue to develop, this Plan in consultation with local elected officials, the local workforce board, the business community, labor organizations and other partners.
11. That it will meet the regulatory requirements to procure youth services by a competitive process as outlined in the WIA regulations and State Youth Procurement Guidelines.
12. That the LWIB will meet a minimum of four times per year, or once each quarter.
13. That all LWIB business will be conducted in accordance with the Arizona Open Meeting Law.
14. That it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
 - Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;
 - Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant recipient also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant recipient's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant recipient makes to carry out the WIA Title I – financially assisted program or activity. The grant recipient understands that the United States has the right to seek judicial enforcement of this assurance.
15. That program services will be provided and funds will be spent in accordance with the Workforce Investment Act and Wagner-Peyser Act legislation, regulations, written Department of Labor and State of Arizona guidance, and all other applicable Federal and State laws. Local plan contents cannot override the legislative and regulatory requirements of the Workforce Investment Act and/or the Wagner-Peyser Act.